



Job Title	City Facilities Administrator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	9	Job Code	15030

Class Specification – City Facilities Administrator

Summary Statement:

The purpose of this position is to manage and oversee facilities planning, construction, capital improvements, maintenance, program activities, and operations within the City. Coordinate assigned activities with other units, groups, and outside agencies and directly manage large contracts for the City. Oversee various inspection programs to ensure compliance with applicable federal, state, and local regulations. Serve as the City's Logistics Section Chief for staff when the Emergency Operations Center is activated. Develop, prepare, and implement policies, procedures, and programs including, but not limited to, the areas of safety, security, emergency management, and communication systems as they relate to the City's building operations. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Develops and administers the program budget by overseeing and coordinating with other City departments to provide comprehensive plans for maintenance, capital spending, security card access, and energy savings; monitors and approves expenditures for all City and Fire Department facilities; prepares and presents staff reports and other necessary correspondences; and monitors accounts payable and accounts receivable.
25%	Manages and oversees all Fire Department facilities maintenance Service Level Agreements between the City and El Paso County as it relates to all facilities management services to the City; manages and oversees the security service level agreement between the City and Colorado Springs Utilities as it relates to all facilities management services; establishes a direct link between the maintenance and operations budget; and plans the City's mission, goals, and objectives.
25%	Provides support and technical advice during the planning for construction improvements by managing design and construction of major projects, to develop a project team, and assure cost and quality efficiency; reviews and signs contract change orders; assigns work activities, projects, and programs; coordinates assigned activities with other units, groups, and outside agencies; and directly manages large contracts for the City. Serves as a Logistics Section Chief during city wide emergency events and/or



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	disasters.
25%	Reviews plans and specifications for compliance with applicable safety and security regulations to ensure the operational needs of the City are met by participating in the development and implementation of goals, objectives, policies, and priorities for assigned programs; oversees the work of outside consultants and contractors; develops programs, practices, procedures, and budgets for employees to provide effective and safe methods of operation; and sets priorities for resource allocation.

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, engineering, construction discipline, or a related field.

Experience: Four years of full-time responsible facilities related or contract administration experience



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including two years of administrative and/or supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 300	Within 12 months of start date
ICS 400	Within 12 months of start date
ICS 700	Within 12 months of start date
ICS 800	Within 12 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).



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Physical Demands:

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment and Worksites
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, forklift, pallet jack, standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized inventory software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015